

Complete a Form 304-1 for each employee at the enterprise zone location. Provide the following information for each employee (whether or not the employee is in a qualified employment position). See instructions for Form 304-1 (on instruction page 6) about providing the requested information in an alternative form.

1 Employee name \_\_\_\_\_

2 Employee's taxpayer identification number (TIN) \_\_\_\_\_

3 Employee's residence address \_\_\_\_\_

4a Is the residence address listed on line 3 inside or outside of an enterprise zone that is located in the same county in which the business is located?       inside     outside

4b If the answer on line 4a is inside, list the name of the enterprise zone in which the employee's residence address is located  
\_\_\_\_\_

5 Employee's residence address AT DATE OF HIRE \_\_\_\_\_

6a Is the residence address listed on line 5 inside or outside of an enterprise zone that is located in the same county in which the business is located?       inside     outside

6b If the answer on line 6a is inside, list the name of the enterprise zone in which the employee's residence address was located  
\_\_\_\_\_

7 Date of initial employment \_\_\_\_\_

8 If employee was previously employed by the business, list the last date of employment. (See instructions)  
\_\_\_\_\_

9a Is the employee in a permanent full time position? (See instructions)       Yes     No

9b If the answer to line 9a is yes, list the number of hours the employee worked during the taxable year \_\_\_\_\_

10 Employee's annual compensation for the taxable year \$ \_\_\_\_\_

11a Total cost of health insurance provided by employer for employee. (See instructions) \$ \_\_\_\_\_

11b Total cost of health insurance for employee paid by employer. (See instructions) \$ \_\_\_\_\_

12 Is this employee in a new qualified employment position?       Yes     No

13a Has this employee been substituted for another employee in a qualified employment position?       Yes     No

13b If answer on line 13a is yes, list the date of substitution \_\_\_\_\_ and indicate whether the individual is a second year employee or a third year employee. See instructions before answering this question.

Check only one box.       second year employee       third year employee